

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
1. INCUMBENT Vacant	2. EFFECTIVE DATE (MM/DD/YYYY) TBD
3. DIVISION Division of Home & Community Living	4. UNIT NAME Community Living Branch - Program Monitoring Bureau
5. CLASSIFICATION Associate Governmental Program Analyst	6. POSITION NUMBER 797-761-5393-003

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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You are a valued member of the department's team. You are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

<p>9. DESCRIPTION</p> <p>Under direction of the Operations Manager, a Staff Services Manager I of the Monitoring & Risk Assessment, Title IIIB, Title IIIE, & Title V units in the Program and Monitoring Bureau, the Associate Governmental Program Analyst (AGPA) performs a variety of functions intended to carry out the mission of the California Department of Aging (CDA) and provide leadership for the Title IIIB Supportive Services Program to the Area Agencies on Aging (AAA). The analyst will work in a team environment and in collaboration/coordination with representatives from other teams and support staff. The analyst is responsible for sharing team leadership for the various team responsibilities such as the provision of technical assistance, program assessment and compliance, program support, policy, procedures and regulations, and contract administration. These responsibilities require the analyst to participate in and support the vision, mission, and goals for the IIIB Supportive Services Program team and recognize issues that need to be brought to the team's attention. The analyst is a full participant in team decision-making, strategy formulation, and problem resolution.</p> <p>These responsibilities require a high level of analytic and writing ability in addition to communication skills and a general knowledge of Older Americans Act (OAA) programs for older adults, adults with disabilities, and their caregivers.</p> <p>These duties are broadly defined as follows:</p>

Essential Functions:

30% Policy, Procedures, and Regulations

- Develops, records, maintains, and disseminates standards, policies, and guidelines for all Federal- and State-funded caregiver and Long-Term care programs to promote consistent levels of performance and compliance with statutory requirements and to respond to new legal mandates.
- Serves as Lead in the development of regulations and guidance, review, and monitoring of Supportive Services programs policies and procedures.
- Researches, composes and disseminates departmental correspondence to AAAs and their service providers, local grantees, and other constituencies as appropriate.
- Serves as the Subject Matter Expert (SME) regarding the provisions of Supportive Services programs of the OAA.
- Monitors and analyzes proposed Federal, State, and local laws, regulations and policies that could impact Supportive Services, CDA, and other State agencies.
- Researches compliance monitoring or program related policies and procedures used by other states and compiles findings; develops issue or briefing documents to assist in the decision making process for potential adoption by CDA Management.
- Participates in the Area Plan development process including the review, analysis, and approval of Area Plans.
- Prepares legislative analyses on bills as assigned by supervisor.

30% Technical Assistance

- Provides ongoing technical consultation and assistance to AAAs, their service providers, Department staff, appropriate Legislative Branch, other public agencies, and the general public.
- Develops and expands communication with the aging network through an organized, coordinated process, technical assistance, or information technology to support the delivery of local services.
- Researches and disseminates information verbally or electronically to AAAs and their service providers on methods for program planning, program development, compliance monitoring, and other issues related to older adults and adults with disabilities
- Develops and maintains liaison with CDA contracted agencies and organizations on program issues and compliance monitoring.

20% Assessment and Compliance

- Conducts program monitoring of AAAs to assess compliance with Federal and State requirements, and to determine the adequacy and quality of services provided; prepares reports and recommendations to management as needed .
- Conducts quality assurance reviews of draft monitoring reports of the Supportive Services Program. Analyzes and edits reports for consistency with program requirements. Makes edits and recommendations, as needed, for final approval by the Operations Manager.
- Completes written assessment reports providing recommendations to improve quality of services. Provides time frames for corrective action.

- Reviews AAA responses to final report and proposed corrective action. Follows-up on corrective action plans.
- Participates in quality assurance efforts to improve the Supportive Services Program statewide through collaboration with internal and external stakeholders.
- Reviews and approves four-year Area Plans and annual updates related to the Supportive Services Programs.
- Updates and disseminates the Supportive Services Program monitoring tool/checklist annually.

15% Contract Administration

- Ensures Area Plan contractual terms and program objectives related to the Supportive Services Program are met.
- Analyzes AAA and service provider activities to ensure compliance with Supportive Services Program contract requirements and provides recommendations and time frames for required corrective action.
- Provides follow-up to AAAs that do not comply with program or contractual requirements.

Marginal Functions:

5% Other Program Related Activities

- Plans, organizes, and conducts training related to the Supportive Services Program on program standards and regulations for CDA, AAA staff and other stakeholders.
- Reviews and updates Supportive Services Program consumer resources on the CDA website.
- Serves as liaison, coordinating issues related to the Supportive Services Program between CDA and other State, local and federal agencies, commissions and AAAs.
- Serves on committees with representative of various groups and makes recommendations on issues involving the Supportive Services Program.
- Other duties as assigned

Working Conditions:

- Due to the COVID-19 pandemic, CDA staff are working remotely per the state's emergency telework policy until further notice. The physical work location of the position is designated at the department's headquarters location, a two-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.
- Statewide travel up to 25 percent as necessary

09/2020